

# HUMAN RESOURCES BRANCH NEWSLETTER

*Supervisors and Managers/Nov 2018*

## LEAD RESPONSIBILITIES

The HRB would like to inform CDFW supervisors and managers of Best Practices when it comes to assigning staff with “Lead Responsibilities”.

### Assigning Lead Responsibilities: Best Practices

Any staff member within your unit may be assigned as a “lead”, regardless of classification. HRB recommends rotating lead responsibilities amongst all staff members within your unit to provide equal opportunities for growth and leadership development.

“May function as a lead within the unit” is a great way to reflect lead responsibilities on the duty statement. This statement can be added to all staff within the unit to ensure that staff are aware that they may be required to function as a lead. Please work with your Classification & Pay (C&P) Analyst when revising duty statements.

### What CAN a Lead do?

A Lead Person is a non-supervisory employee who assists the supervisor in guiding the work of others.

1. Lead the work of other employees within the unit.
2. Provide basic on-the-job training to other employees within the unit.
3. Make the following input to supervisors:
  - a. Provide input that an employee within the unit may benefit from a work improvement plan only as it relates to work procedures/processes
  - b. Provide input of a factual nature regarding employee job performance

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## CONTACT US

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- c. Provide input on technical performance of employees within the unit
- d. Provide input on budget request, and procedural and policy changes within the group
- e. Provide input regarding who would benefit from attending a training class
- f. Provide input regarding work schedules and travel agenda

### Under NO circumstance should a Lead...

1. Counsel employees
2. Initiate corrective action
3. Discipline employees
4. Respond to, and resolve, grievances at any level
5. Prepare, participate in, and/or sign performance evaluations (probation reports, annual evaluations)
6. Approve or deny SISAs and MSAs
7. Approve or deny use of leave or overtime
8. Set work hours
9. Authorize training course attendance
10. Hire or promote staff
11. Sign Travel Expense Claims
12. Participate in management meetings

In most instances, Lead employees **do not have** authority for an independent decision.

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*“Update staff duty statements to reflect lead responsibilities”*

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